

## **Kansas City Composite Squadron Position Policies**

### **TRANSPORTATION OFFICER (LGT) (P206)**

#### **SENIOR MEMBER POSITION DESCRIPTIONS**

Position descriptions at all echelons (region, wing, group, and squadron) are so similar that one broad position description applies to all levels, unless otherwise indicated. Since CAP directives describe in detail the tasks to be performed in each position, each staff officer should become completely familiar with the CAP directives listed in his/her position description. Also, it should be noted that all phases of each position are covered even though some units do not have a particular need for every task.

Squadron commanders are authorized and encouraged to develop more detailed position descriptions for their staff officers to fit the individual unit situation and talents of unit personnel.

#### **DUTIES**

Reports to the Logistics Officer

Responsible for all matters pertaining to surface and air transportation

They shall:

- Ensure drivers are qualified, in active status, and submits license to operate the vehicles to Wing
  - Copy of members valid state drivers license on file CAPR 77-1 para 5b
  - Ensure drivers possess a CAP Motor Vehicle Operator Identification Card CAPF 75 – certified and signed by the Wing Commander, Wing Logistics or Transportation Officer revalidated every 5 years or State license expiration, whichever comes first CAPR 77-1 para 5b and 5g
  - Ensure drivers carrying passengers or towing trailers are at least 21 years of age CAPR 77-1 para 6b
- Responsible for ensuring cleaning, maintenance, painting, and marking of vehicles to ensure that vehicles are maintained in a mission-worthy status CAPR 77-1 para 9b Attachment 6, Wing and Squadron Policy
- Review and comply with all relevant National, Wing and Squadron Policies
- Ensure compliance and submit a completed self SUI by 1<sup>st</sup> of September annually to the Squadron Commander

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- Maintain appropriate records on location of all vehicles, ensuring they contain:
  - Title (or Certificate of Origin) CAPR 77-1 para 3a
  - Copy of registration in accordance with State law CAPR 77-1 para 3b
  - Completed CAPF 73 for current and past two years CAPR 77-1 para 3c and Table 10, Rule 8
  - History of all maintenance/expense records CAPR 77-1 para 3d
  - Emergency vehicle repair procedures being followed CAPR 77-1 para 9c(2) and Wing Policy Procedures
  - Original copy of the liability insurance card in vehicle CAPR 77-1 para 3e
  - Vehicle justification form CAPF 175 – CAPR 77-1 para 3f
- Report and forms completed and submitted in accordance with CAPR 77-1 para 13a & b(3)
- Maintain all vehicle self insurance (VSI) claims submitted in accordance within 60 days with all supporting documentation CAPR 900-7 and CAPR 77-1 para 11b & 11e(9)
- VSI windshield claims submitted thru Wing Transportation Officer on CAPF 70 – CAPR 77-1 para 12
- Conduct vehicle inspection in accordance with the Vehicle Inspection Checklist CAPF 73
- Submit KSWG 32 and CAPF 73 by the 6<sup>th</sup> of each month via Email to the Wing Transportation Officer and the Administrative Officer or Unit Commander
- Remove CAP driver licenses from members who are not in compliance with proper usage and maintenance of CAP vehicles
- Recommend allocation and reallocation of motor vehicles
- Coordinate airlift requirements with operations officer
- Progress towards any Master skill set rating

The transportation officer should be familiar with CAPR 62-2, CAPR 67-1 and directives in the 76, 77, and 900 series.